

## **ANALYSIS**

This ordinance amends Title 2 - Administration, by amending Chapter 2.52 - Treasurer and Tax Collector to clarify the Treasurer and Tax Collector's authority and duty related to the approval of acceptable forms of payment for obligations owing to the County.

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By: \_\_\_\_\_  
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**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 2 - Administration, Chapter 2.52 - Treasurer and Tax Collector, of the Los Angeles County Code, relating to Chapter 2.52 to clarify the Treasurer and Tax Collector's authority and duty related to the approval of acceptable forms of payment for obligations owing to the county.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 2.52.040 is hereby amended to read as follows:

**2.52.040 Treasurer c Additional duties.**

Under the direction and supervision of the board and subject to its direction, the additional duties of the treasurer shall be as follows:

A. To provide centralized collection services for delinquent accounts receivable to all county departments except for the department of health services. The director of the department of health services shall provide collection services for delinquent accounts receivable arising from the provision of medical care in county medical and health facilities as set forth in Section 2.76.045;

B. To develop and maintain centralized billing and collection systems for county departments and functions except for the department of health services. The director of the department of health services shall develop and maintain a billing and

collection system as to delinquent accounts receivable arising from the provision of medical care in county medical and health facilities as set forth in Section 2.76.045;

C. To develop a uniform collection program and make recommendations to the board of supervisors for the consolidation of the collection functions of the various county departments, the Superior Court and municipal courts, and other districts or entities into one centralized activity designed to maximize the utilization of personnel, intensify collection efforts, and eliminate redundant and nonproductive activities;

D. To monitor, collect and provide cash management controls on all revenue due the county for state and federal grant and subvention programs, and contract city services;

E. To work with county departments and the chief administrative office to ensure that all potential revenue areas are considered; and to develop appropriate systems to handle county revenue collections;

F. To develop a centralized and automated recordkeeping system for delinquent accounts, except for delinquent accounts arising from the provision of medical care in county medical and health facilities, which authority shall vest in the director of the department of health services pursuant to Section 2.76.045;

G. In cooperation with the chief administrative office and auditor-controller, to develop, communicate and monitor cash management policies and remittance processing systems for all county departments, as they relate to the timely deposit of funds into the county treasury pool;

H. With assistance of the auditor-controller, to inspect, review and appraise the handling of cash deposits by all county departments and to determine county departments' compliance with cash management policy, applicable laws, regulations and activities;

I. To work with county operating departments to revise and update their cash management and collections procedures and assure that all revenue due the county is billed and collected and to determine and approve all acceptable media of payment for any obligation owing to the county; this shall include monitoring of departmental cash management, billing and collection activities to assure compliance with cash management, billing and collection policy, applicable laws and regulations;

J. To suspend collection efforts on delinquent accounts which he deems to be uncollectible, except for tax and license accounts;

K. To write off delinquent accounts deemed uncollectible, within board-approved guidelines, except for tax and license accounts;

L. To reduce the amount of liability of accounts by the greater of:

- (i) \$15,000; or
- (ii) \$75,000, or 50% of the account balance, whichever is less,

when necessary to facilitate their collection, except for tax and license accounts and those accounts specified in Section 2.76.046;

M. To establish payment plans as necessary to effect collection of accounts, except for accounts arising from the provision of medical care in county medical and health facilities, which authority shall vest in the director of the department

of health services pursuant to Section 2.76.045 and Section 2.76.046, and tax and license accounts;

N. To represent the county in small claims court in collection cases falling within the jurisdiction of said court, except for small claims collection cases arising from the provision of medical care in county medical and health facilities, which authority shall vest in the director of the department of health services pursuant to Section 2.76.045. Nothing in this subsection N shall prevent any other county officer from representing the county in small claims court when so directed by the board;

O. To reduce claims by an amount equal to the current monetary jurisdiction of the small claims court when necessary to facilitate small claims actions, except for small claims actions arising from the provision of medical care in county medical and health facilities, which authority shall vest with the director of the department of health services pursuant to Section 2.76.045;

P. To identify new or expandable sources of county revenue and make recommendations to the board regarding the same;

Q. To make recommendations to the board on all matters pertaining to billing, collection and revenue-producing systems;

R. To keep the chief administrative officer, auditor-controller, and all other departments or entities continually advised regarding the design and operation of systems affecting them;

S. To conduct such other activities as may be required to implement billing, cash management, collection and revenue-producing programs as authorized by the board;

T. To coordinate activities of other county officers, as approved by the board, and as may be required to accomplish the duties set forth in this section;

U. The treasurer shall have the discretion to accept accounts referred from the director of the department of health services for collection or compromise pursuant to Section 2.76.045 or Section 2.76.046;

V. Nothing in this Section 2.52.040 shall be construed as divesting the treasurer of authority to continue any delinquent account collection activities begun on delinquent accounts arising from the provision of medical care in county medical and health facilities prior to the effective date of this ordinance.

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